



**DEPARTMENT OF PERSONNEL &
ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE**

ARCHIVES #

15-29

DEPARTMENT	DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
Public Health and Environment	Executive Director's Office - Operations	Office of Legal & Regulatory Compliance - Institutional Review	
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
1	Meeting Agendas and Minutes	Permanent	Send to State Archives after 3 years (retain backup disk locally) SARMM 1-7; CMRRS 45.090, 45.010
2	Membership Rosters	Permanent	SARMM 1-7
3	Policies, Procedures and Bylaws	Permanent	SARMM 1-24 (Policies & procedures); CMRRS 20.030, 45.030 (Bylaws)
4	Research Protocol a. Approved Research Applications b. Approved Research Amendments c. Continuation Approval Requests d. Unanticipated Problems and/or Adverse Event Reports	3 years following completion of research	45 CFR 46.115; SARMM 1-35
5	Correspondence (General/ Administrative)	3 years	45 CFR 46.115
6	Board Member Appointment Records (applications, resumes, confidentiality agreements, etc.)	2 years after two-year term ends	CMRRS 45.020; 45 CFR 46.115;

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.

I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature 	Date 10/27/2014	Records Liaison Officer's Signature 	Date 10/15/2014
Attorney General's Signature 	Date 12/21/14	State Auditor's Signature 	Date 12/22/14